

State of Alaska
Department of Labor and Workforce Development

Division: Employment and Training Services

Policy: 07-507

Subject: Grant Award and Appeal

Pages: 2

Reference: [8 AAC 86.100-130 Alaska Technical and Vocational Education Program](#); [8 ACC 88.30-60 Displaced Homemakers' Program](#); [8 AAC 87.70-85 State Employment Training Program](#); [8 AAC 99.200 Adult Basic Education Grants](#);

Effective: 2/3/2016

Approved:


Mike Andrews, Director


Date

1. Parties Affected

This policy applies to grant recipients that receive public funds through the Division of Employment and Training Services (DETS).

2. Background

The Commissioner of the Department of Labor and Workforce Development and the Alaska Workforce Investment Board (AWIB) grants out state and federal funds to grant recipients to carry out workforce development activities as outlined in the applicable programs laws, policies and regulations. These grant awards are processed and issued through DETS.

3. Policy

Both competitive grant awards and non-competitive grant awards may be issued through DETS.

Competitive Grant Awards

Competitive grant awards are distributed through a solicitation process in accordance with the programs' granting authority and other relevant grant requirements, policies and regulations.

Non-competitive Grant Awards

DETS may issue non-competitive grant awards in accordance with its granting authority and funding requirements when one or more of the following conditions exists:

- a) an emergency situation exists which requires an immediate response that cannot wait for the results of a competitive solicitation;
- b) there is only one entity, such as an industry consortium, that provides the required grant activities;
- c) the entity is determined to be clearly and uniquely qualified to provide the requested grant activities;
- d) the entity has met or exceeded performance goals with similar projects in meeting DETS goals and objectives with past projects; or
- e) at the discretion of the Commissioner.

All non-competitive awards must be authorized by the Commissioner prior to negotiation of the award.

4. Appeals

Grant applicants may appeal the Commissioner/AWIB award decision within ten working days following the issuance of the Notices of Intent to Award or Denial.

- a) If there are no appeals, the agreement is executed after the ten working day appeal period passes and an agreement is reached on the terms and conditions of the grant.
- b) If there is an appeal of a grant award decision, no grants affected by the appeal will be executed until the Commissioner, or designee, issues a written decision on the appeal in accordance with this policy within fifteen days of receipt of the appeal.
 - i) If the applicant appeals the decision, it must be submitted in writing and contain the following information:
 - 1. the applicant's name along with the authorized representative's name, address and contact information; and
 - 2. the specific reasons why the decision should be overturned.
- c) The Commissioner, or the designee's, decision is final.

5. Definitions

- a) **Appeal** is defined as a request for reconsideration of a decision
- b) **Commissioner** means the Commissioner of the Alaska Department of Labor and Workforce Development (DOLWD) or designee.
- c) **Grant Agreement** includes all of the documents included in the agreement between DETS and a grant recipient.
- d) **Grant Recipient** is the organization or entity specified in a grant agreement to receive grant funds for the purpose of implementing the proposed training project.
- e) **Non-Competitive Award** is an award that does not follow the solicitation process. It also may be termed as a designated award.

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